



CITY OF HOUSTON

Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	SYSTEMS SUPPORT ANALYST II
Posting Number	PN# 106197
Department	Houston Emergency Center
Division	Information Technology
Section	
Reporting Location	5320 North Shepherd
Workdays & Hours	M – F, 8:00 a.m. – 5:00 p.m.
*Subject to change	

DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS

Under moderate supervision, maintains one or more operating systems software packages. Acts as liaison between user and computer operations in handling activities necessary to the operations of the data center. Analyzes operational procedures to devise more efficient methods of maintaining the data center. . Gathers and organizes information on problems or procedures including present operating procedures. Assists in analyzing telecommunications problems relating to hardware and utility software in a server environment. Assists in resolving problems between programming and computer operations related to systems software and/or operational procedures. Reports on systems administration and utilization. Responsible for installation of programs that will enhance or monitor any subsystem of the operating system.

WORKING CONDITIONS

The position routinely requires lifting of moderately heavy items, such as computers or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis. There may be routine exposures to significant levels of heat, cold, moisture and air pollution. The position may involve periodic exposure to chemical substances and physical trauma of a minor nature such as cuts, bruises and minor burns.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business, Engineering, Computer Science, Economics or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Two years of experience in data communications analysis and design, programming systems design and maintenance, operating systems software support, or a closely related field are required. Directly related professional experience may be substituted for the education requirement on a year for year basis.

MINIMUM LICENSE REQUIREMENTS

Valid Class C Texas driver's license and compliance with city's policy on driving (AP 2-2).

PREFERENCES

Preference will be given to applicants with Radio Frequency electronic theory and digital logic circuit theory.

SELECTION/SKILLS TEST REQUIRED

Work Sample Exercise, application review and/or interview.

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 19

\$1094 - \$1,491 Biweekly \$28,444 - 38,766 Annually

OPENING DATE

August 10, 2005

CLOSING DATE

Open Until Filled

APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

"If you need special services or accommodation, please call 281/233-1840." The Houston Airport System Human Resources TDD phone number is 281/233-1862.

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